

THE BEACON HR/PAYROLL PROJECT

GROUP TWO AGENCIES

Group Two agencies are scheduled to go-live with the new system in April. A list of Group Two agencies, consisting of more than 65,000 state employees, appears below.

- Administrative Office of the Courts
- Dept. of Agriculture
- Dept. of Commerce
- Dept. of Correction
- Dept. of Crime Control & Public Safety
- Dept. of Cultural Resources
- Dept. of Environment & Natural Resources
- Dept. of Insurance
- Dept. of Justice
- Dept. of Juvenile Justice & Delinquency Prevention
- Dept. of Labor
- Dept. of Public Instruction
- Office of Secretary of State
- Dept. of State Treasurer
- Dept. of Health & Human Services
- Employment Security Commission
- NC Education Lottery Commission
- NC Community College System
- NC School of Science & Math
- Office of Administrative Hearings
- Office of State Auditor
- State Health Plan
- Wildlife Resources Commission
- Board of Cosmetic Arts

BEACON USERS Checklist

Following is a list of items that will help Group Two agency employees prepare for the April BEACON go-live and beyond:

- ✓ Obtain an NCID and password
- ✓ Take the BEACON Overview Course (www.beacon.nc.gov/training)
- ✓ Take the ESS Training Course (www.beacon.nc.gov/training)
- ✓ Take the ESS Time Entry Training Course (if applicable) (www.beacon.nc.gov/training)
- ✓ After logging into the BEACON portal for the first time, review personal information for accuracy
- ✓ If you are a supervisor, take the MSS Training Course (www.beacon.nc.gov/training)



BEST SHARED SERVICES

BEST (BEACON Enterprise Support Team) Shared Services is a support organization for employees and agency human resources and payroll personnel designed to provide:

- Human resources, benefits and payroll administration services based on standard processes, policies and systems
- Accurate, consistent and timely answers to human resources, benefits and payroll questions
- Support for reporting activities
- BEACON system maintenance and assistance

CONTACTING BEST SHARED SERVICES

BEST Shared Services can be reached by phone, e-mail, fax or postal mail. The organization is housed within the Office of the State Controller, and is staffed by state employees who are specifically trained to respond quickly to all human resources and payroll inquiries. To access forms, job aids and additional information about the BEST Shared Services Center visit www.ncosc.net/best. **If you are a Group Two agency employee, please do not contact the BEST Shared Services Center until after the scheduled April go-live date. Your personal information will not be loaded in the new system until this time.**

BEST CONTACT INFORMATION

Phone, Raleigh Area: 919-707-0707
Phone, Statewide: 1-866-NCBEST4U (1-866-622-3784)
Hours of Operation: 7 a.m. – 7 p.m., Monday – Friday
Fax: 919-855-6861
E-mail: BEST@ncosc.net
Postal Mail: 1425 Mail Service Center
Raleigh, NC 27699-1425



BEACON Group Two GENERAL Employee INFORMATION

Building ENTERPRISE ACCESS
for NC's CORE OPERATION Needs

www.beacon.nc.gov

TRANSFORMING THE WAY NORTH CAROLINA DOES BUSINESS

WHAT IS BEACON?

BEACON, which is an acronym for **B**uilding **E**nterprise **A**ccess for North Carolina's **C**ore **O**peration **N**eeds, will lead the way in modernizing and standardizing key business processes, and better managing the State's human, financial and information resources.

The first phase of the **BEACON** Program is the HR/Payroll initiative, which will replace the State's antiquated human resources and payroll legacy systems. Future BEACON projects will include updating state government operations in:

- Budgeting
- Accounting
- Cash Management
- E-Recruitment
- Learning Solution Management

Why is BEACON HR/Payroll NEEDED?

The State's current human resources and payroll systems: PMIS (Personnel Management Information System), Central Payroll and DOT Payroll:

- Are more than 25 years old
- Are difficult to maintain and support
- Rely on outdated technology
- Are at risk of failure due to old age and loss of vendor support
- Are supported by a workforce that is rapidly reaching retirement age

WHAT will BEACON HR/Payroll Do?

Replacing the State's outdated human resources and payroll systems will provide greater efficiency to HR/Payroll processes and will make information more accessible for employees and managers through the BEACON Employee Self Service/Manager Self Service web portal (internet site). Through ESS, employees will be able to make changes to personal data such as: home address, bank account information, dependent information and benefits. Through MSS, managers will be able to approve time and vacation requests.

BEACON HR/Payroll Helping STATE EMPLOYEES help THEMSELVES...

WHAT TO EXPECT

Group One agencies successfully went live with the BEACON HR/Payroll system in January. The coming months will be busy for Group Two agencies with training, data migration, data verification and other activities. It is the project team's goal to assist all Group Two agencies in making a smooth transition into the system by the April 1 go-live date.

ESS ONLINE TRAINING COURSES

The BEACON Employee Self Service Training Courses are available on the BEACON University website at www.beacon.nc.gov/training. One course focuses on time entry and the other course shows how to navigate and conduct other transactions in ESS. The courses are now available for all BEACON-impacted state agency employees. The MSS course is also accessible from the BEACON University website.

Employee ID

Prior to April, Group Two agency employees will receive an Employee ID card, mailed to their address of record, with their name and unique ID number printed on it. This number will be used in place of an employee's Social Security Number, and will remain with an employee through his/her state service and on into retirement. The objective of using an Employee ID number is to reduce the risk of identity theft and fraud by helping to prevent the wrong person from obtaining an employee's Social Security Number. It is important to note that the Employee ID is different from an employee's NCID. An employee's NCID is the user name and password required to access many of the technology oriented systems throughout state government, including the BEACON portal at <https://mybeacon.nc.gov>.



BEACON Reference Guide

The *BEACON Reference Guide for State Employees* is a resource to help answer many BEACON-related questions, and provide information on changes employees can expect in regards to conducting human resources, payroll and benefits transactions in the new system. Color and black and white version of the *Reference Guide* can be found by visiting the BEST (BEACON Enterprise Support Team) website at www.ncosc.net/best and clicking the support button on the right-hand side of the page.

